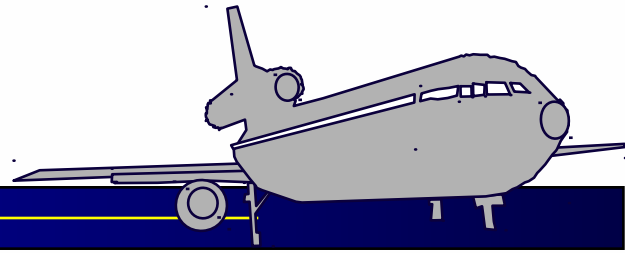
Defense Travel System

“LEADERSHIP TODAY FOR DTS TOMORROW”

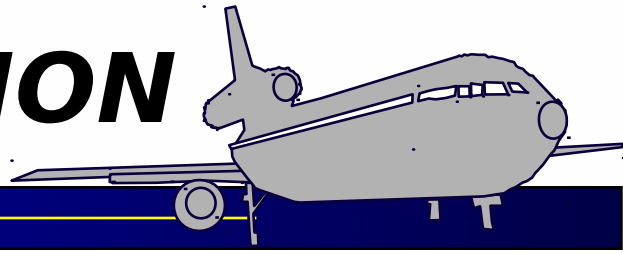
Lt Col Harold P. Fagan
Chief, Travel Reengineering
Division

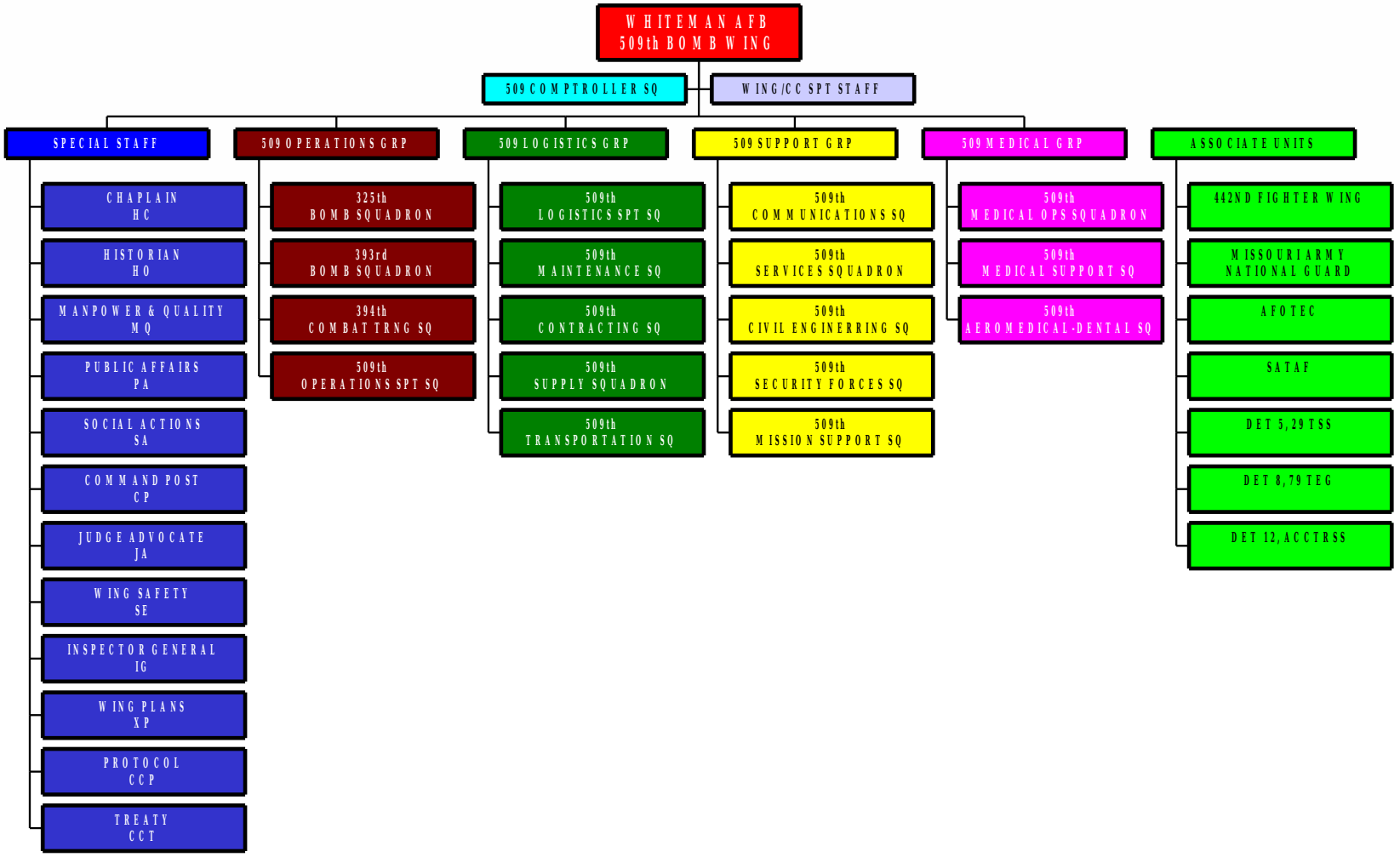
OVERVIEW



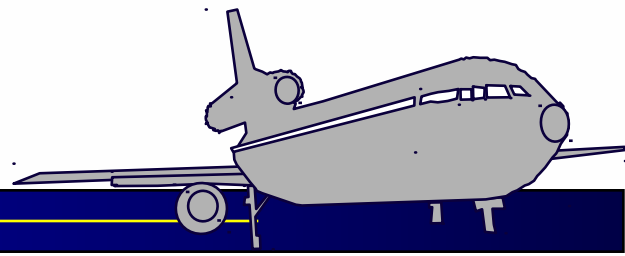
- WING ORGANIZATION
- RESOURCE MANAGEMENT SYSTEM
- COMPTROLLER ORGANIZATION
- DEFENSE TRAVEL ADMINISTRATION

AIR FORCE WING ORGANIZATION



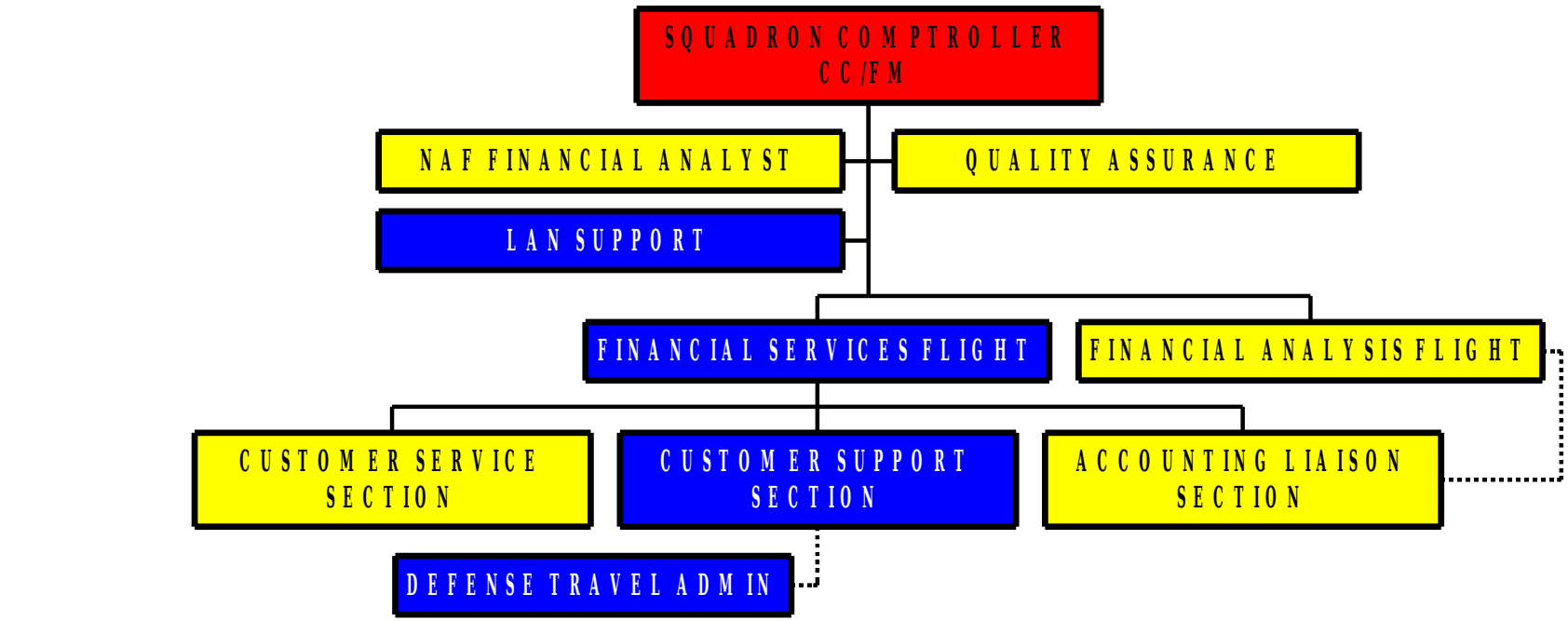


RESOURCE MANAGEMENT SYSTEM (RMS)

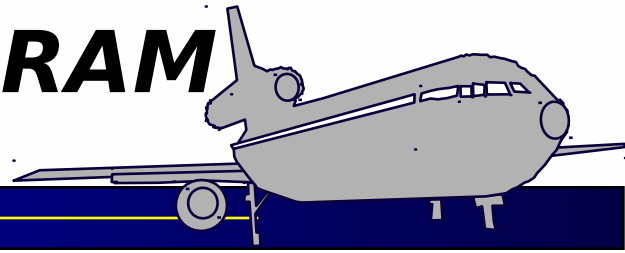


- **Standard RMS at Wing-level**
- **Resources managed by Financial Management Board (FMB), and Financial Working Group(FWG)**
  - **Responsibility Center Managers--Group Level**
  - **Resource Advisors--Squadron level**
    - **RAs manage resource down to Cost Center Level**
- **TDY Travel funds already managed and control at Organizational level**
- **Defense Travel System (DTS) in another tool to help management limited resources**

AF COMPTROLLER ORGANIZATION



AF--PILOT TEST PROGRAM



Software

AF Pilot Sites

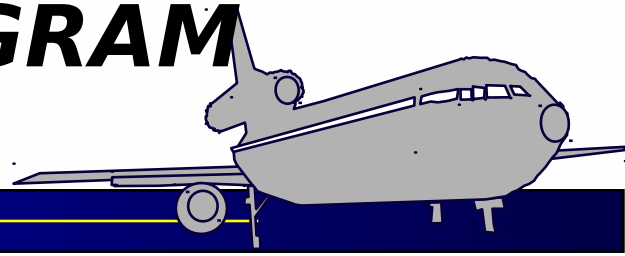
Travel Manager Plus /FAST

- Bolling/11th WG
- Langley
- Randolph
- Mountain Home

Perdiemazing

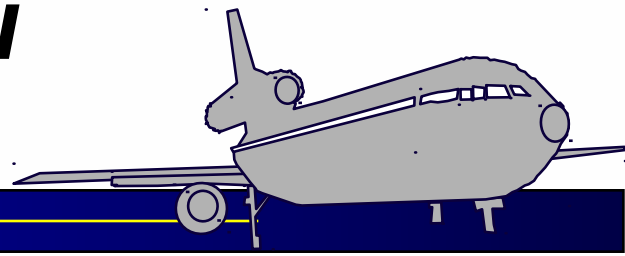
- Dover
- Peterson
- Hill
- Niagara Falls, AF

AF--PILOT TEST PROGRAM



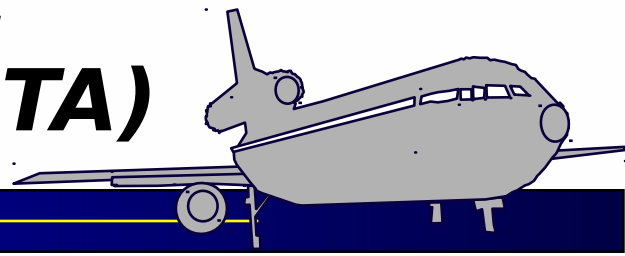
- **AF established 8 Pilot Sites to test DTS Concept of Operation**
  - Sites acted independently of each other
  - Not all sites tested the same software or pieces of the new concept
- **Lessons Learned**
  - Communication (WAN/LAN) infrastructure is crucial
  - Huge Education / Training effort
    - Organizations play different role in TDY process
    - Customers paradigm shift is difficult
      - Authorizing officials, certifying officials, supervisors, travelers
  - Comprehensive Implementation Plan, and Team stability a must
  - Automated, Electronic Process for TDY works, and Customers like it
    - Over 125,000 vouchers processed; high customer acceptance at Pilots

DEFENSE TRAVEL ADMINISTRATION (DTA)



- **DTA structure for AF based on premise that:**
  - The TDY travel process that matters most to our customers is the Travel Claim
  - Most questions concerning DTS relate to Entitlement or LAN / Connectivity issues
  - DTS will overlay our existing Resource Management structure
  - Work associated TDY Travel is currently being performed by Wing Personnel
- **Two-Tier Approach to DTA**
  - Major DTA role--Comptroller (Installation DTA)
  - Minor DTA role-- Resource Advisor / Support Staff (Organizational DTA)
    - POCs in Transportation, Communication, Services
- **Tested and proven at Travel Reengineering Pilot sites**

DEFENSE TRAVEL ADMINISTRATION (DTA)



Installation DTA

- Single POC for all DTS related issues
- Validated, update, and maintain personal profiles
  - Personal preferences--hotel, meals, seating
- Establish routing structure; Links Authorizing Official (AO) to Travelers
- Assign permission and access level to AOs and Travelers
- Establish Organizations' checkbooks
- Coordinate, augment, and conduct DTS Training
- Coordinate with Information Assurance Office on Private Key / Digital Signature issues
- POC for Quality Assurance Evaluator (QAE) functions
- Serve as installation's Help Desk

Organization DTA

- Update, validate, and maintain personal profiles
  - Personal preferences--hotel, meals, seating
- Review, and maintain Organization's checkbook
- Train, and augment training personnel as needed
  - Receive "TTT" Training

QUESTIONS